



VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the New Mexico Inspection of Public Records Act, every person has the right to inspect the public records of the New Mexico Institute of Mining and Technology. New Mexico Tech is responsible for making its public records available for inspection. However, New Mexico Tech is not required to create a public record for inspection.

Procedures for Requesting Inspection. Requests to inspect public records of New Mexico Tech should be submitted to the records custodian, located at the:

New Mexico Tech Business Office
Associate Vice President for Administration and Finance
Brown Hall Room 220
801 Leroy Place, Socorro, NM 87801
Phone: (575)835-5606
Fax: (575)835-5659
email: foi@nmt.edu

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the request and identify the public records sought with reasonable particularity. Written requests may be submitted in person or sent via US mail, email or facsimile.

The records custodian shall permit inspection immediately or as soon as practicable under the circumstances, but no later than 15 calendar days after the records custodian receives the inspection request unless the custodian determines that the request is excessively burdensome or broad, in which case an additional reasonable period of time will be allowed to comply with the request. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection or when New Mexico Tech will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be mailed within 15 calendar days after the records custodian received the request for inspection.

Procedures for Requesting Copies and Copying Fees. If a person requesting inspection would like a copy of a public record available for public inspection, a reasonable fee may be charged. For other copies, the fee shall be reasonable, depending upon the records to be copied and the copies to be made. For electronic copies of a document not normally stored in electronic format a reasonable fee will be charged. For electronic copies normally stored electronically the fee shall be reasonable for costs associated with downloading the copies to a storage device and the actual cost of the storage device. The records custodian may

request that applicable fees be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

focused on education in science and engineering

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New Mexico Institute of Mining and Technology is an EEO-AA Institution